
OVERTIME ASSIGNMENTS

OBJECTIVE:

To provide a clearly defined method to fairly and consistently provide overtime opportunities to career staff.

GUIDELINE:

51.1 OVERTIME SCHEDULING

Overtime under this section applies to shift coverage overtime. Shift coverage overtime is overtime that fills an on duty slot. (e.g. coverage for sick leave, workman's compensation, FMLA coverage, minimum staffing). Overtime assignment procedures under this section do not apply to emergency hold-over, or emergency call-back overtime. Those assignments will be made in the most expeditious manner possible.

51.1.1 January 1st, at 08:00 hours, of each year an overtime opportunity list will be prepared. Each employee will be listed in order of seniority.

51.1.2 A person scheduled to work or having worked 48 continuous hours is not eligible to accept a further overtime assignment unless they have had a break in work of at least twelve (12 hours). The Fire Chief or his designee may allow employees to work beyond 48 hours with consideration to run volume during the said 48 hour shift. This section is not applicable to emergency hold-over or call back.

51.1.3 A person scheduled for med-evac standby time on the same day as the overtime assignment may not accept the overtime assignment. (Se SOG 50.7.5)

51.1.4 Unscheduled overtime will be offered to the first qualified member on the top of the overtime list. If they refuse the offer, the assignment will be offered to the next qualified person on the overtime list, and then progressively down the list until the assignment is accepted.

51.1.5 When a person accepts the overtime assignment, the number of hours they work will be credited to them and they will move down the list so that the person with the most number of hours credited to them will be at the bottom of the list. In the event of two or more persons having the same number of hours, they will be ranked by seniority with the most senior person being above the lesser senior person.

51.1.6 Scheduled overtime will be offered to the first qualified member on the top of the overtime list. If they refuse the offer, the assignment will be offered to the next qualified person and then progressively down the list until the assignment is accepted. If they accept the offer and there are remaining dates of scheduled overtime to fill, the assignment will be offered to the next qualified person and then progressively down the list. Captains or Acting Captains will try to fill the scheduled overtime list within 2 weeks of the initial start of the overtime. Employees will be given up to an hour to accept or decline the scheduled overtime.

51.1.7 All scheduled overtime will be documented when the overtime has been actually worked, and not when the overtime has been assigned.

51.1.8 A refusal will not cause any change to the ranking process for either unscheduled or scheduled overtime.

51.2 MANDATORY OVERTIME

51.2.1 If the procedures in section 51.1 do not result in the overtime assignment being accepted, the least senior qualified person on the off-going shift will be assigned to the overtime. If a firefighter/EMT slot is required, the least senior firefighter/EMT is the designated Qualified person. If a paramedic /firefighter slot is required, the least senior paramedic/firefighter is the designated qualified person. If a Captain slot is required, the least senior Captain or Acting Captain is the designated qualified person.

51.2.2 The mandatory overtime will not be assigned to the least senior person on the off-going shift if any of the following are applicable:

51.2.2.1 The designated person is scheduled to begin scheduled leave on their next regular shift

51.2.2.2 The designated person has just completed a 48 hour shift

51.2.2.3 The designated person locates a qualified person who will take the assignment.

51.2.2.4 The designated person is previously scheduled to work a med-evac standby during the overtime shift.

- 51.2.2.5 The designated person is ill or injured. A physician statement will be required.
- 51.2.3 If the least senior person is excused from the assignment due to section 51.2.2, the next senior qualified person on the off-going shift will be responsible for accepting the assignment.
- 51.2.4 Mandatory assignments may be split between two or more persons.
- 51.2.5 The person who is assigned to a mandatory shift will be excused from another mandatory shift until the mandatory list has rotated through the seniority list.
- 51.2.6 Mandatory off-duty overtime may be assigned for training purposes. Selection for this purpose will [be] dictated by training needs and persons will not be selected per sections 51.2.1 – 51.2.5.
- 51.2.7 The list will terminate on January 1st at 07:59:59 hours each year and the new list in item #1 will come into effect.
- 51.2.8 The Overtime list will be maintained at the Glacier Station (Station #3) and kept up to date by the Captain or Acting Captain at Glacier Station.